



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Campus Operations
Administrative Assistant

EFFECTIVE/REVISED: July 2026

SUPERVISOR'S TITLE: Campus Operations Manager

DEPARTMENT: Campus Operations

CAMPUS: ☐ Campus

☒ Central

LEADERSHIP LEVEL:

- ☐ EXECUTIVE
- ☐ DEPARTMENT HEAD
- ☐ DIRECTOR
- ☐ COACH
- ☐ LEADER
- ☒ STAFF

EXEMPT CLASSIFICATION:

- ☐ PASTOR
- ☐ MINISTER EXEMPT
- ☐ EXEMPT
- ☒ NON-EXEMPT

PAYROLL STATUS:

☐ FULL TIME	☒ PART TIME	WEEKLY HOURS: 20
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Eastside's unofficial motto is "This Is For Everyone." Eastside's mission is to Pursue God, Build Community, and Unleash Compassion. If you're looking to be part of a team that is strategically focused on reaching people far from God, values inspirational leadership and is intentional about promoting a healthy staff culture, then Eastside might be the place for you.

As the Administrative Assistant for Campus Operations, your efforts to provide the required support to our team both behind the scenes and in public will enable guests to experience a welcoming environment at all of our Eastside campus locations. The tasks you'll be responsible for will involve and ultimately impact many different people, including staff, volunteer teams, and outside vendors alike. Your efforts will help to create a smooth-running and distraction-free environment at Eastside locations, allowing all to focus on Jesus and Eastside's mission.

01. Summary of Position:

The Campus Operations Administrative Assistant performs various administrative and office support duties for the department. Although the position provides support to all the Campus Operations staff team in general, the Administrative Assistant primarily works directly with the Campus Operations Manager in order to keep the efficiency and productivity of the office running smoothly. Work relationships will also extend beyond the peer group to staff in other departments in the organization, outside contractors, church volunteers, church attendees, and guests. The position deals with a variety of tasks that require handling confidential information.

02. Supervisory Responsibilities:

- This job has no supervisor responsibilities

03. Duties and Responsibilities:

- Provide administrative and clerical support activities for the Campus Operations office within the boundaries of established policies and procedures, including but not limited to handling confidential and secure information relevant to Campus and Facilities operations, answering phones and follow-up calls, coordinating meetings, ordering facility department supplies, and creating folders and files (both digitally and physically)
- Organize and maintain the Campus Operations Shared Google Drive folder
- Assist in processing room use requests and reservations through eSPACE across all campuses
- Receive and process requests for campus repair service work orders through eSPACE
- Track completed maintenance in eSPACE and upload completed work orders in the system and Campus Operations drive
- Oversee the request and use of event supplies, linens, and decor, including the laundering of linens by outside service vendors
- Schedule preventative maintenance of equipment and systems where necessary
- Process and schedule all Anaheim HVAC and lighting requests and needs
- Electronically schedule access control for campus electronic doors
- Create staff and ministry team ID card badges
- Receive invoices from accounting for Campus Operations and apply the proper line item codes for approvals by others
- Provide Guardian Ministries (GM) Dispatch support at Anaheim campus when needed • Provide basic GM and Medical Response Team (MRT) administrative support (nametags, ID badges, radio earpieces, various team assistance)
- Track insurance certificates for all Campus Operations vendors, ensuring coverage is on file and up to date
- Create and manage vendor list for all campuses, including certificates of insurance expiration dates and points of contact for each
- Collaborate and interact with a diverse group of people, including staff, volunteers, vendors, suppliers, and subcontractors, always with diplomacy and tact
- Demonstrate a professional demeanor, attitude and conduct across all areas of responsibility
- Perform other duties as assigned that support the overall objective of the position

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

04. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion.
- Must have a heart for serving God and others.
- A minimum 2 years of demonstrated administrative experience is strongly preferred
- Excellent communication and interpersonal skills are required
- Must possess a positive attitude, demonstrate flexibility, and have a customer-service focus
- Must be able to work as a member of a team and maintain harmonious work relationships, including the ability to work effectively in an office environment with others
- Requires the ability to organize and the ability to coordinate multiple ideas and tasks at the same time

- Must be able to perform all of the essential duties of the position
- Requires strong computer skills (Word, Excel, Office, Google Docs, etc.) and must be able to be trained in Rock (Eastside's database software), HVAC scheduling system, eSPACE work order system, and Eastside's security camera operating system
- Must be available to work weekends and evenings as scheduled, work at Special Events, and on necessary holidays (Christmas, Easter, etc.)
- May require occasional travel to Eastside multi-site campus locations (mileage allowance reimbursements provided)
- Must have a minimum education level of High School

05. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This Job Description will be reviewed at least annually with the position's supervisor. This person will also write semi-annual 3x6 goals, obtaining supervisor approval.
- Job performance will be reviewed at least annually with the position's supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.

06. Physical Demands & Work Environment:

- Requires sufficient hand-eye coordination, hand and finger dexterity including the ability to grasp, operate keyboards and office equipment
- Periodically involves extensive standing, walking, and activity for various periods of time
- Requires moderate physical labor, and can include the ability to lift, carry, and move light to heavy weights of up to 20 pounds on an occasional basis, and to push, pull and guide materials over 20 pounds
- This position is subject to frequent contacts and interruptions by individuals in person or by phone, and functions in an active office/work environment with other people in close proximity
- Requires sufficient auditory ability to carry on conversations in person with individuals in meetings and over the phone or virtually, and the ability to hear machinery sounds and alarms

We concur with this Job Description.

Staff Member

Supervisor

Date